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**From:** Cheney, Sally (DPH)  
**Sent:** Friday, October 07, 2005 12:59 PM  
**To:** Belanger, Peter (DPH); Borne, Alan (DPH); Caloggero, Dina (DPH); DiNatale, Margaret (DPH); Elvin, Paul (DPH); Fontana, John (DPH); Gauthier, Cheryl (DPH); Grazioplene, Mariah (DPH); Han, Linda (DPH); Hennigan, Scott (DPH); Konomi, Raimond (DPH); Nassif, Julianne (DPH); Peppe, Joseph (DPH); Ridley, Stephen (DPH); Salemi, Charles (DPH); Sloutsky, Alex (DPH); Smole, Sandra (DPH); Stevenson, Allan (DPH)  
**Cc:** Nawn, Kathleen (DPH); Cormier, Carol (EHS)  
**Subject:** Holiday Laboratory Hours

**Importance:** High

On behalf of Dr. DeMaria

Dear Colleagues:

I am sending this email as a reminder that staff can only work on holidays when there are essential activities that must be performed and cannot be postponed. Having staff work on holidays translates into overtime dollars. As has already been discussed, we have far fewer funds available for overtime this year and need to use discretion.

Each Laboratory Director and supervisor is responsible for the operation and business practices of his/her laboratory and will be held accountable for operation. Any director or supervisor who feels that their laboratory must operate on a holiday must receive prior approval, according to the following protocol.

The director/supervisor must submit a written justification for holiday coverage, outlining the functions to be performed with the number of staff and work hours needed. This justification needs to include an explanation as to why this work cannot be delayed until the following day.

Thank you for your assistance with this matter.